



## **Holywell Village First School**

### **Visitors to School Policy 2019**

#### **Policy details:**

School encourages parents/ carers and other citizens to visit Holywell Village First School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff and to protect the schools facilities and equipment from misuse or vandalism.

In order to ensure the OFSTED requirement to... *'check the setting's policy and procedures for ensuring that visitors to the school are suitable and checked and monitored as appropriate, for example external speakers at school assemblies,'* all potential visitors to school will be vetted by the head teacher or the deputy head. Members of the public, who wish to engage with pupils via assemblies or workshops e.g. religious leaders, will be accompanied as per the school system for non-CRB/DBS cleared visitors.

The head teacher has the authority to determine which visitors are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of visits. In exercising their discretion the Head Teacher considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to pupils within school.

Appropriate administrative rules shall be developed to provide guidance for school personnel ensuring that worthwhile experiences may be provided for those persons who enter into school as visitors.

School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between school and the visitor.

#### **Visitors to the building**

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a pupil currently on the school role.

All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed to indicate that all visitors are required to register with the school office and obtain relevant authorisation for their visit.

All visitors are required to sign in mobile telephones and all image taking equipment (such as iPad, laptop etc) unless authorised to retain items for visit use by the head teacher.

All visitors shall be requested to wear an appropriate form of identification when on school premises as follows:

<b>Visitor Type</b>	<b>Badge colour/representation</b>	<b>Criminal Records Bureau Info.</b>
Infrequent visitors to school (holding DBS/CRB clearance)	Hand written pass with Royal Blue clip fastening holder	DBS/CRB info is held or visitors are LA or NHS staff *
Infrequent visitors to school (not holding DBS/CRB clearance)	Hand written pass with Red lanyard and Red holder	No DBS/CRB details held on file – visitor to be chaperoned.
Governors	Orange printed pass and Lanyard	DBS/CRB details held on central register where required.
Parent Helper/volunteer	Grey printed pass and lanyard	DBS/CRB details held on central register.
Student	Purple printed pass and lanyard	DBS/CRB details from institution received & photo ID checked.
Temporary (including Supply staff and outside agencies e.g Ed Psych)	Green printed pass and lanyard	DBS/CRB details held by agency & photo ID checked and identity verified.*

\* ALL FIRST TIME VISITORS IN THESE CATEGORIES WILL BE REQUIRED TO PROVIDE PHOTOGRAPHIC IDENTIFICATION.

Staff in school are identifiable by photographic ID pass worn clearly at all times.

**PRIOR TO VISITOR PASSES BEING ISSUED IT IS REQUIRED FOR ALL VISITORS TO READ, AGREE AND SIGN THE MANDATORY VISITOR INFORMATION SHEET BEFORE COMMENCING THEIR VISIT.**

#### **Visitor Details:**

Whenever possible, visitors should obtain authorisation from the Head Teacher in advance.

Visitors may be prohibited at certain times such as whilst assessments are being conducted.

All school visitors must comply at all times with the school's policies, visitor information requirements, administrative rules and regulations.

#### **Exceptions:**

Parents or visitors who have been invited to visit school as part of a scheduled open house, parents evenings, special events, scheduled performances during out-of- school hours are exempt from the normal visitor pass requirements however will still be expected to adhere to the rules and regulations relating to the school building, property and safety of staff.

## **Visitors to classrooms:**

Access to particular classrooms or other instructional areas may be restricted upon the recommendation of the head teacher or as otherwise deemed necessary by the head teacher. Including but not limited to:

- Remaining in a designated place or seat.
- Refraining from speaking to pupils while the class is in session.
- Refraining from entering or leaving the area whilst an activity is underway.
- Requiring the visitor to be chaperoned.
- Limiting the duration of the visit to particular length of time.
- Designating particular routes of travel in the building or upon the school grounds.

Visitors wishing to meet with teachers during the course of the school day are encouraged to make arrangements in advance. Such meetings will only be authorised if alternative cover is arranged or the meeting takes place out of teaching session time to minimise disruption to the delivery of the curriculum.

Parents and carers are not encouraged to meet the teachers at the start of the day (unless it is vital) as this disrupts the clear start to the day. Parents may approach teachers at the end of the school day. Any parent that requires an immediate response should approach the teaching assistant, secretary or head teacher depending on the nature of the issue.

Parents and carers of the children in the Foundation Stage (Reception class) are asked to encourage their children to move from the cloakroom to the classroom alone.

From Reception onwards parents and carers are asked not to accompany pupils into school to minimise corridor congestion and help to ensure a smooth start to the school day.

## **Pupil visitors:**

All requirements for visitors apply to pupils with additional considerations to be applied at the discretion of the Head Teacher. Under most circumstances, pupil visitors are discouraged during the 'school day' unless accompanied by a parent/carer

No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Head Teacher.

## **Special situations:**

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

The Head teacher has the right to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program.

Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

**DBS and CRB checks:**

All volunteer helpers and any individual employed on a short term basis to work with pupils must, like Staff and Governors have a valid DBS or CRB check. The head teacher shall check the DBS site for statutory regulations involving frequency, nature and timings of contact with pupils and whether a DBS clearance is required.

Visitors who are infrequent or perhaps 'one off' visits, perhaps to talk to children, address assembly, observe a lesson or tour the school do not require a DBS/CRB check, but must be chaperoned and relevant ID Visitors pass issued accordingly.

Staff from agencies including LA, Healthcare professionals and charities coming to school to work with children must have been DBS/CRB cleared and have photographic ID to verify identity.

Policy agreed and adopted on 14<sup>th</sup> October 2019

Governing Body Meeting reference \_\_\_\_\_

Date for Review Autumn 2021

Signed \_\_\_\_\_

Head Teacher

Signed \_\_\_\_\_

Chair or Governors